



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

31 July 2000

MEMORANDUM FOR ALL MAJCOM TRAINING/FUNCTIONAL MANAGERS

FROM: HQ AFRC/OL-J Chief, Specialty Training Location (STL)

SUBJECT: Fiscal Year (FY) 01 STL Sheppard Class Schedule

1. The following schedule contains the class dates for the following AFS's: Utilities (3E4X1), HVAC (3E3X1), Electrical (3E0X1) and Power Production (3E0X2), for FY 01 at Sheppard AFB, TX. All training quota's are either unit or MAJCOM funded. There is a maximum of eight students per class, per AFS.

2. The class dates for FY 01 are:

| <u>2nd Quarter Class Dates</u> | <u>3rd Quarter Class Dates</u> | <u>4th Quarter Class Dates</u> |
|---|---|---|
| 22-26 JAN 01 | 9-13 APR 01 | 16-20 JUL 01 |
| 29 JAN-2 FEB 01 | 16-20 APR 01 | 23-27 JUL 01 |
| 5-9 FEB 01 | 23-27 APR 01 | 30 JUL-3 AUG 01 |
| 12-16 FEB 01 | 7-11 MAY 01 | 13-17 AUG 01 |
| 5-9 MAR 01 | 14-18 MAY 01 | 20-24 AUG 01 |
| 12-16 MAR 01 | 21-25 MAY 01 | 27-31 AUG 01 |
| 19-23 MAR 01 | 4-8 JUN 01 | 10-14 SEP 01 |
| 26-30 MAR 01 | 11-15 JUN 01 | 17-21 SEP 01 |
| | 18-22 JUN 01 | |

3. The following reporting instructions will apply to all STL classes at Sheppard AFB, for FY 01 and is provided to assist you in preparing orders and informing your personnel what is required for their attendance.

CLASS INFORMATION

- Students must meet AF dress and appearance and weight standards.
- Hours of instruction are 0700 – 1600 or 1500 - 2300.
- The STL will provide all training materials required for course completion.

REPORTING/DEPARTING INSTRUCTIONS

- All students will report, to the Sheppard billeting office, the Sunday prior to class start date, before 1800 hours, the STL staff will make billeting arrangements for all students. There will be an envelop at the billeting office addressed to the student containing reporting instructions for the first morning of class. **It is the students**

responsibility to arrange transportation from the airport. Recommend authorization for a rental car. The availability of transportation at Sheppard is minimal. POV's are authorized at the training site.

- b. Squadron hats are not authorized, students must wear their BDU cap.
- c. All students will bring work gloves, hearing protection, 3 sets of BDU's, rain gear, field jacket w/liner and steel-toed boots. Reserve students will bring their 623 training record for core task certification.
- d. Active duty and guard students can bring their 623's for certification providing they have a letter from their unit commander (sample letter attached) delegating the STL instructor staff as their task certifier for task's accomplished during the course. Please contact CMSgt Mifsud for instructor information.
- e. Departure reservations should be made after 1900 on Friday or anytime on the Saturday following graduation. **It is the students' responsibility to arrange transportation to the airport.**

COURSE COMPLETION

- a. The student will receive a certificate of training upon course completion.
- b. The STL will provide an AF Form 797, for the student's who do not bring their 623, to return to their trainer showing areas of training received and hours of training per area, per their specific AFS CFETP.
- 4. Please send all quota request's, the full name of attendee, rank, SS#, unit, base of assignment, MAJCOM a minimum of 14 days prior to class start date.
- 5. To request quotas, if you have any questions or require further information you can contact CMSgt Michael D. Mifsud at DSN 523-3840 (voice) 523-6502 (FAX) or Commercial (850) 283-3840 (voice) 283-6502 (FAX). Prefer all correspondence be accomplished via e-mail, my address is: michael.mifsud@afrc.af.mil

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